

**MINUTES OF A REGULAR MEETING OF THE
COMMUNITY SERVICES COMMISSION**

1. CALL TO ORDER

The Torrance Community Services Commission convened in a regular session at 7:05 p.m. on Thursday, July 28, 2005 in the West Annex meeting room at Torrance City Hall.

2. ROLL CALL/MOTIONS FOR EXCUSED ABSENCE

Present: Commissioners Adams, Gilbert, Hazell, Ning, and
Chairperson Orpe.

Absent: None.

Also Present: Senior Recreation Supervisor Kelso.

3. FLAG SALUTE

Chairperson Orpe led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Hazell, seconded by Commissioner Adams, moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting; a voice vote reflected unanimous approval.

5. APPROVAL OF MINUTES: JUNE 23, 2005

MOTION: Commissioner Gilbert moved for the approval of the June 23, 2005 Torrance Community Services Commission meeting minutes as submitted. The motion was seconded by Commissioner Hazell and passed by unanimous voice vote approval.

6. STANDING COMMITTEES

6A. SOCIAL SERVICES ADVISORY COMMITTEE REPORT

No report.

7. GRANT PROGRAM FOR NON-PROFIT SOCIAL SERVICES AGENCIES

7A. REVIEW OF 2006 GRANT APPLICATION

Senior Recreation Supervisor Kelso presented the 2006 Grant Program for Non-Profit Social Service Agencies application. He requested that Commissioners review the application and make any adjustments to it before it goes out to agencies and is published in the newspaper.

At Commissioner Ning's request, he discussed revisions that were made to the application in recent years.

Commissioner Adams initiated a brief discussion centered on changing the wording under Qualifications for Grants to be more specific regarding an agency's requirement to be Torrance based or providing service to Torrance residents.

Commissioner Hazell expressed concern that changing the wording might limit the number of applicants.

Senior Recreation Supervisor Kelso noted the difference between Qualifications for Grants and Evaluation Criteria on the application.

Commissioner Ning suggested that applicants who were not awarded grants be polled to determine if they thought the application process was fair. He indicated that their comments could give them direction for the following year.

Senior Recreation Supervisor Kelso advised that applicants who were not awarded grants were sent letters and that a possibility would be to include a questionnaire.

Commissioner Adams stated that a telephone interview would be preferable, possibly with the assistance of Youth Council members.

When Commissioner Hazell expressed concern that a telephone interview could be biased, Commissioner Ning suggested that a staff member conduct the interviews.

Senior Recreation Supervisor Kelso suggested that a well-crafted letter and questionnaire, with a stamped self-addressed envelope, be included with the denial. He proposed that a follow-up telephone interview be conducted if a questionnaire was not returned.

Commissioner Gilbert stated that it would be beneficial to learn if applicants understood the questions asked on the application and how long they spent filling it out.

It was decided that questions would be prepared at the September Community Services Commission meeting.

Senior Recreation Supervisor Kelso reviewed the Commissioners' responsibilities to visit and report on the agencies that they are assigned to.

Responding to Commissioner Ning's inquiry, Senior Recreation Supervisor Kelso estimated that approximately 70% of non-profit social service agencies were aware of the grant program. He noted that the application was placed on the City's website.

MOTION: Commissioner Adams moved to approve the 2006 Grant Program for Non-Profit Social Service Agencies application as submitted. The motion was seconded by Commissioner Ning and passed by unanimous voice vote approval.

7B. SELECTION OF 2006 GRANT HEARING AND DELIBERATION DATES

Senior Recreation Supervisor Kelso informed Commissioners that grant applications were due on September 12, 2005 and would be hand delivered to Commissioners no later than September 15, 2005. He advised that applications would be reviewed for completeness by Commissioners at the September 22, 2005 Community Services Commission meeting.

Grant hearings were scheduled for October 5, 2005 and October 6, 2005 at 6:00 p.m., with deliberation at 6:00 p.m. at the October 27, 2005 Community Services Commission meeting.

Senior Recreation Supervisor Kelso advised that Commissioner recommendations needed to be submitted to his office by October 14, 2005.

8. YOUTH COUNCIL ACTIVITIES

8A. COMMISSIONERS' REPORTS

No report.

8B. YOUTH COUNCIL REPORT

No report.

8C. COMMISSIONERS' ASSIGNMENTS

Senior Recreation Supervisor Kelso advised that the next Youth Council meeting would be in October 2005 and that a Commissioner would be invited to participate in the selection process.

Commissioner Adams volunteered to represent the Commission in the interview process.

Chairperson Orpe expressed concern that some Youth Council members failed to fulfill their responsibilities this year.

9. ORALS / ANNOUNCEMENTS

Responding to Commissioner Adams' inquiry, Senior Recreation Supervisor stated that a farewell celebration was not planned for Commissioners Gibson and Hachmeister and that there have not been parties in the past for outgoing Commissioners. He advised that City Council presents them with awards for their service to the City.

Commissioner Ning shared information about his recent travel to Japan.

MOTION: At 7:52 p.m., Commissioner Adams, with a second by Commissioner Hazell, moved to adjourn the meeting to Thursday, September 22, 2005 at 7:00 p.m. at the West Annex Commission Room, City Hall.

Approved as Written September 22, 2005 s/ Sue Herbers, City Clerk
